

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Wednesday, January 4, 2017 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Schadewald, Supervisor Kneiszel, Supervisor Blom, Supervisor Vander Leest
Supervisor Becker
Also Present: Supervisor Landwehr; Treasurer Paul Zeller, Child Support Director Maria Lasecki,
Technology Services Director August Neverman, Director of Administration Chad Weininger,
Interim HR Director Pete Bilski, Benefits Manager Tom Smith, other interested parties.

Audio & Video of this meeting is available by contacting the County Board Office at (920) 448-4015

I. Call to Order.

The meeting was called to order by Chair Richard Schadewald at 6:15 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to amend the agenda to take Child Support, Items 7, 8 & 9, after Communications. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Supervisor Becker arrived at 6:16pm

III. Approve/Modify Minutes of December 7 and December 21, 2016.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of:

a. Housing Authority (November 21, 2016).

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public

Communications – None

Although shown in proper format here, Items 7, 8 & 9 were taken at this time.

Treasurer

2. Budget Status Financial Report for November 2016.

Treasurer Zeller referred to Acct #5103 – Premium Overtime. He informed that December will have an impact on that number as it will be their heaviest month. He felt they were going to be able to absorb the additional regular earnings based on the fact that they worked about three months short-handed due to a retirement. He added that for the committee members that serve and represent communities that don't think that they county should be paid for this service; this was a gentle reminder of the service provided and the true cost.

Motion made by Supervisor Blom, seconded by Supervisor Becker to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

3. Discussion and possible action on the following tax deed parcels:

Zeller stated that he had informed each of the private parties that had contacted him and inquired about the parcels about tonight's meeting and sent them an agenda.

- a. Closed session regarding agenda item parcel HB-855-3 to discuss any issues involving bargaining the potential sale of the above listed parcel (as provided by WI Statute 19.85) 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

PARCEL HB-855-3 (Hobart) at 973 HAVEN PLACE

County cost = \$ 72,902.56 (TIP) + approx. \$ 7,700 - 2016 taxes*

Special Assessment, Special Interest & Penalty due = \$ 26,775.73

**The current assessed valuation of \$401,800 will result in a 2016 tax bill in the ballpark of \$ 7,700 due 1-31-2017 because the parcel was taxable on January 1, 2016.*

Referred back from December 21, 2016 County Board meeting.

Roll Call to Enter into Closed Session: Vander Leest, Schadewald, Blom, Becker, Kneiszel

Roll Call to Come out of Closed Session: Vander Leest, Schadewald, Blom, Becker, Kneiszel

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to not put the parcel out to public auction at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

4. Budget Status Financial Report for November 2016.

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Approval to extend MBM/Xerox's contract to 2020 (1 year extension from 2019) with the replacement of 44 current multi-function devices and/or printers in 2017. The cost/copy has not been increased since the contract inception.

TS Director Neverman informed this was an extension of the contract, it had been frozen pricewise for the period of the contract and they wanted to take advantage of that. They will have to renew at the end of the period but it was in the county's best interest to not have an increase.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Technology Services Monthly Report.

TS Director Neverman informed that Supervisor Van Dyck turned back in his iPad.

Schadewald noted that there had been some technical issues with the system in the Council Chambers at City Hall during County Board meetings. Neverman informed they had the vendor in to look at it and to try and replicate the problems. They did replace some pieces of equipment because it was under the annual contract, which was currently being renewed. His recommendation would be to consider a comprehensive system but they would have to do it with the City of Green Bay.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

7. Budget Status Financial Report for November 2016.

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Departmental Opening Summary.

Child Support Director Maria Lasecki informed two positions vacated and they were currently in the recruitment process for Clerk I and anticipated the Clerk position being approved through Administration and then out to the public.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Director Summary for October and November 2016.

Motion made by Supervisor Blom, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Back to Item 4 at this time.

Human Resources:

10. Budget Status Financial Report for November 2016.

Motion made by Supervisor Blom, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Turnover Report.

Interim HR Director Pete Bilski provided a Turnover Report (attached), in which he spoke to. Schadewald would like to see a comparison of what was happening in NE Wisconsin. Bilski informed that they were working with the Bureau to see if they could get a State of Wisconsin report for local government and state. In his experience in the private sector, they tend to mirror national.

A discussion was held with regard to how the committee would like to receive certain information; Schadewald questioned if preparing charts was an efficient use of time or telling them the trends. It was Schadewald's goal for the HR Department in 2017, to work with them and help them look for ways to make things better and more efficient within the committee work. He wanted trends, to know where the problems were and for them to start telling them if they needed to make corrections and policies or organization.

Bilski noted the flow of applications seemed extremely good; in 2016 they received 10,965 applications for 344 positions.

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Position Approval Lists for December 2016.

In addition to the info in the agenda packet material, Bilski provided an additional Open Vacancies Report (attached) which he spoke to.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Review of Class and Comp Study. *Motion at December meeting: Hold for one month.*

Bilski informed they were in the process of getting a meeting scheduled with WIPFLI to go through all the details with him. He was on the path of saying he wasn't sure they needed to start all over again and spend another full year doing this. He felt they had the data but may have to spend a little money to update it. They should have a finite report next month. Schadewald felt they needed to see their plan proposal for implementation of the departments that had not been resolved yet.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Human Resources Report.

Bilski briefly spoke to the report in the agenda packet material.

Human Resource Analyst Camille Stymiest introduced herself and took the committee through the hiring process to provide more understanding of what was robust about it. An excerpt from the Employee Handbook re: Section 4 – Employee Recruitment and Selection Process was provided (attached) and spoken to.

Under 4.01 Authorization to Hire, Stymiest noted that Department Heads must submit a requisition to HR via NEOGOV, a recruiting system they utilized. HR will review the request as well as the Vacancy Committee, consisting of the HR Director, Director of Administration and the County Executive, which met on a weekly basis. Should that position be approved to move forward and they had permission to start the recruitment, an HR Analyst was involved with the recruitment from the beginning until the end, the onboarding process.

Expounding on Section 4.05 – The following was discussed:

- Education can be verified by a request for official transcripts from a university.
- For a Highway position, they will go through a Department of Transportation selection and are put through a physical that was specific to DOT regulations. They also double check if they have the appropriate license.
- When a background check is needed and an applicant comes in for an interview, their HR Associate provides them with a disclosure background form. This gave HR permission to do a background check post offer. They look at federal, state and Circuit Court backgrounds using an outside agency. It can be \$25-\$35 for each.
- Reference questions are specific to each position. They were moving towards making it a requirement to have the previous supervisors as their references. They wanted to hear from management how they were as an employee, and make it contingent upon the offer.
- Only certain positions required credit checks.
- For a convicted felon, it had to be related with the position for them to make the determination whether to hire.
- Each hire had a 6-month initial employment period. There was currently no policy for a follow-up after the 6-months; Bilski informed he would make a note to look into it. Stymiest informed that some departments will send a performance report but HR wasn't enforcing anything. Director of Administration Weininger clarified that by ordinance there was a formal process for an annual review and it was of the Department Head to fill it out and HR logged it. Corporation Counsel Dave Hemery pointed out that when reviewing a communication regarding performance evaluations, there was a requirement at 5-months, during a 6-month probationary period, that a Department Head was to complete a performance evaluation. Schadewald would prefer a formal policy, reviews possibly quarterly; he felt it made the employee better in the long run.

To recap, Stymiest informed the key changes were posting outside of NEOGOV for position exposure. Changing the process on reference checks; digging deeper into those. Putting an emphasis on and

encourage Department Heads to conduct phone screens prior to bringing folks in to interview. She had found that it narrowed down the candidate pool. It provided efficiencies and made sure they had the right qualified candidates for interviews. A new goal was creating a brand for the county, selling Brown County by showing them how great of a place it was to work, focusing on the pros such as the healthcare plan, retirement plan, generous paid time off package, etc. Bilski believed the county was way ahead of the private sector. He added the work they were doing with the Chapter 4 rewrite would include what had been discussed and some of the enhancements will be put in there.

Supervisor Becker excused at 7:58 pm

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

- 15. Budget Status Financial Report for November 2016.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 16. Departmental Opening Summary.**

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 17. 2016 Budget Adjustment Log.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 18. Director's Report.**

Director of Administration Chad Weininger provided several handouts re: A-13 Resolution/Ordinance Creation & Submission form (attached) and spoke to the problems over the last two years. Ordinances were how the county governed their operations and this policy stated that the Board will not act on any proposal unless submitted properly, resolution or ordinance format and with a fiscal attached, and the appropriate oversight committee has acted on it first. He informed that at the January County Board meeting there was an item before them that didn't have a resolution, it wasn't in ordinance form and didn't have a fiscal on it. It was helpful moving forward that they only take up items submitted properly before the board.

Weininger informed that he had planned to attend each committee meeting to talk to this. Corporation Counsel Hemery informed he had been educating Department Heads one by one, informing they had to go through the process. Schadewald felt it was going to take an education process especially at Executive Committee. Weininger noted that there had been some turnover and he wanted it documented to try and inform of the rules. There was a process in place to make sure everything ran smoothly.

When the process wasn't followed, the County Board office was being sent three to four different resolutions after deadline. Deadlines are noted in ordinances, so it's supposed to be law. Packets were then late and staff was in the office late at night on Friday. Rules were being broken due to lack of information needed to put it forward and the County Board is questioning why it wasn't done.

Weininger spoke to a document, provided to committee members, which showed changes to the Executive's budget proposal. A brief discussion with regard to seeing things in real time during the budget process was held. Schadewald questioned why information with regard to the budget couldn't be provided earlier, stating that because they had to make big decision regarding pay and health insurance, they should make those decisions first. Weininger responded that from a

department standpoint they did a good job taking care of concerns given the County Executive's position on the budget of not increasing the tax rate. He further explained in great detail the budget process with the committee. Schadewald thanked Weininger for the explanation and stated that perhaps there wasn't a better way of doing things but he was going to try and get the County Board more involved preproposal in the decision verses late night, last minute. He felt they had to do a better job of planning. Weininger noted they started their budget preparation in February.

Schadewald felt Admin did a good job and questioned if there was anything their committee could help with for budgeting? Weininger noted he had a really good team that put in a lot of hours to do some really complex work. He felt they had to work with municipalities to create economic development.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

- 19. Budget Status Financial Report for November 2016.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

- 20. Audit of bills.**

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

- 21. Such other matters as authorized by law. None.**

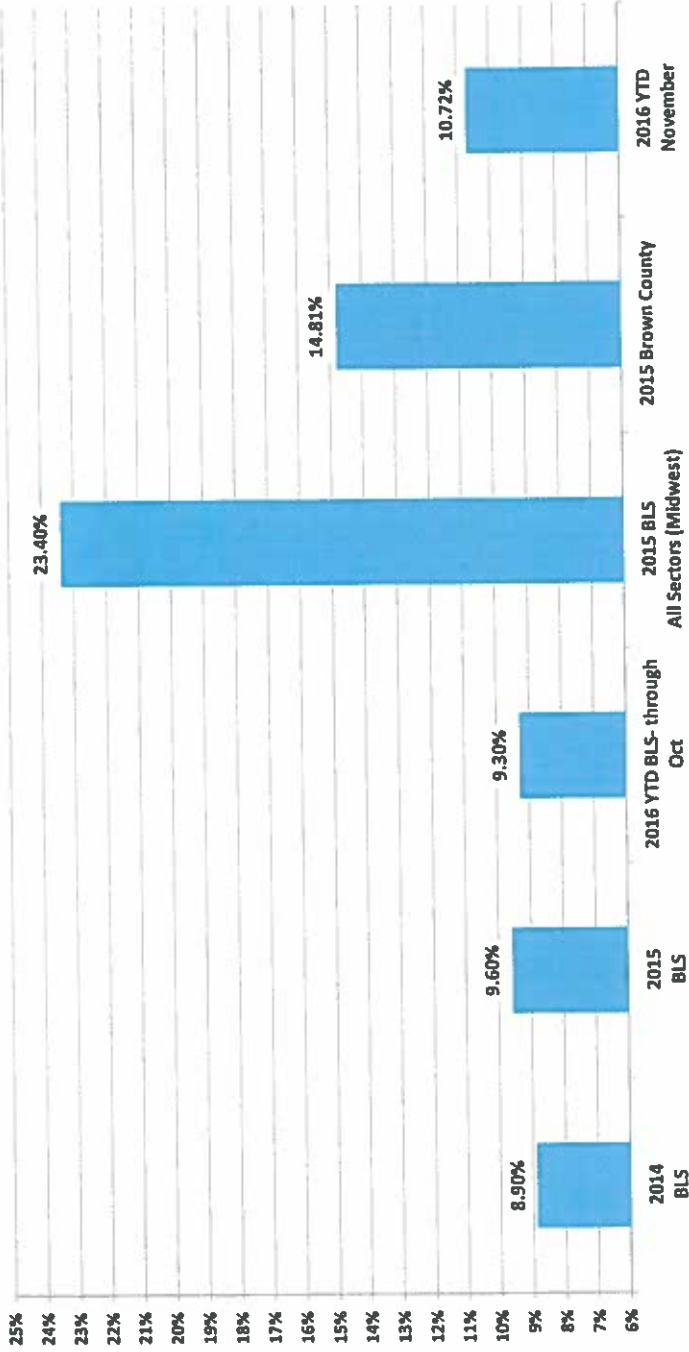
- 22. Adjourn.**

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to adjourn at 9:10 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

Brown County Turnover Report



YTD November 2016

Turnover % = the number of people who left voluntarily/ YTD avg # of employees at month end.

Brown County

Benchmark BLS*: State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.

* Bureau of Labor Statistics

DEPARTMENT VACANCIES REPORT
AS OF DECEMBER 22, 2016
(Positions with A1 Approval to Fill)

Department	Position Title	# of Vacancies	FT, PT, On call
Child Support	Clerk/Typist I (File Clerk) - Child Support	1	FT
Health	Public Health Sanitarian II	1	FT
Human Resources	Human Resources Analyst	1	FT
Human Resources	Human Resources Director	1	FT
Human Resources	Safety Coordinator	1	FT
Human Resources	Senior Human Resources Analyst	1	FT
Human Services - Community Programs	Account Clerk I (Budget Counselor)	1	PT
Human Services - Community Programs	AODA Counselor	2	FT
Human Services - Community Programs	Behavioral Health Supervisor	1	FT
Human Services - Community Programs	Clerk IV_Data Control (Alternate Care)	1	FT
Human Services - Community Programs	Economic Support Specialist	2	FT
Human Services - Community Programs	Shelter Care Unit Supervisor	1	FT
Human Services - Community Programs	Social Worker Supervisor (Child Protection Lead)	1	FT
Human Services - Community Programs	Social Worker/Case Manager (Child Protection)	1	FT
Human Services - Community Programs	Youth Support Specialist	1	FT
Human Services - Community Programs	Youth Support Specialist	2	PT
Human Services - Community Treatment Center	Advanced Practice Nurse Prescriber	1	On call
Human Services - Community Treatment Center	Certified Nursing Assistant	6	PT
Human Services - Community Treatment Center	Certified Nursing Assistant	3	On call
Human Services - Community Treatment Center	Clinical Social Worker - Adult Inpatient Unit	2	PT
Human Services - Community Treatment Center	Co-op Student/Student Intern - Dietary	1	LTE
Human Services - Community Treatment Center	Food Service Worker	2	PT
Human Services - Community Treatment Center	Licensed Practical Nurse	3	PT
Human Services - Community Treatment Center	Nurse Practitioner	1	On call
Human Services - Community Treatment Center	Staff Nurse	1	PT
Medical Examiner	Deputy Lead Medicolegal Investigator	1	FT
Public Safety Communications	Telecommunication Operator	4	FT
Public Works - Facilities	Housekeeper - CHS	1	FT
Public Works - Highway	Civil Engineer	1	FT
Public Works - Highway	Engineering Technician II	1	FT
Public Works - Highway	Highway Crew	7	FT
Sheriff	Civilian Evidence Technician	1	FT
Sheriff	Correctional Officer	11	FT
Sheriff	Patrol Officer	3	FT
Zoo & Park Management - Parks	Business Manager	1	FT
Zoo & Park Management - Parks	Field Manager- Zoo & Park Management	1	FT
Zoo & Park Management - Parks	Program and Natural Resource Coordinator	1	FT
Zoo & Park Management - Parks	Ski Program Concessionaire	2	LTE

SECTION 4 – EMPLOYEE RECRUITMENT AND SELECTION PROCESS

- 4.01 Authorization to Hire.** Department Heads wishing to fill vacancies in existing budgeted positions shall submit a requisition to the Human Resources Department prior to initiating recruitment. The Human Resources Manager shall review and verify the information, provide appropriate comments and recommendations, and forward the requests to the County Executive for final authorization.
- 4.02 Vacancies.** In an effort to recruit the most qualified individuals, to ensure fair employment opportunity and to help in Affirmative Action communication efforts, the Human Resources Department will coordinate the posting of job opportunities, including external announcements of Brown County Job Opportunities. When the County determines that a vacancy or a new position will be filled, the County, in its sole discretion, may post notice of such vacancy or position electronically by the Human Resources Department. Job openings which the County chooses to post will be posted for a minimum of five (5) working days. The County retains the right to determine whether and when to recruit outside applicants.
- 4.03 Selection Process.** The Human Resource Department will coordinate the hiring and selection process.
- 4.04 Applications.** Prospective employees and employees seeking promotion, transfer, or voluntary demotion shall utilize the County's online application system which is required for all positions. Prospective employees, and employees seeking promotion or transfer, may post a résumé in addition to an application, but a résumé shall not substitute for an application.
- a) The County will provide reasonable accommodations, upon request, to any individual with disabilities applying for employment.
- 4.05 Selection Devices.** The Human Resources Department shall be responsible for determining methods to be used to screen applicants for position vacancies. Such methods or devices may include, but need not be limited to the following:
- a) Review of education, training and experience as shown on the application or other supplemental materials.
- b) Practical written or oral tests, work sample or performance tests, if job related. The Human Resources Department will work with the Sheriff's Department to administer and score Law Enforcement Testing.
- c) Physical tests of strength, stamina or dexterity and pre-employment health examination, when job related.
- d) Background and reference inquiries.
- 4.06 Applicant Testing.** To avoid the practice effect, or gains from having taken the same or similar exams previously, the Human Resources Manager may allow the reuse of an exam score within a twelve (12) month period.

- 4.07 Applicant Selection.** In consultation with the Human Resources Department, the Department Head, Elected Officer or their designee shall determine which applicants meet the minimum qualifications for the position. Qualified applicants are referred to the applicable departments for consideration by the Department Head. The Human Resource Manager may grant departments the authority to schedule and coordinate interviews provided they are trained in the necessary processes.
- 4.08 Pre-Employment Policies.** Prior to an offer of employment, the Human Resource Department will ensure completion of the appropriate Background Check, credit verification, drug and alcohol test, physical examination or similar post offer inquiry.
- 4.09 Interview Expense Reimbursement.** Except as provided herein, all applicants invited to participate in the Brown County selection process will do so at their own expense. Applicants may be reimbursed for all or part of reasonable expenses incurred in conjunction with an interview including travel, meals and overnight accommodations as determined by the Human Resources Manager and approved by the County Executive. All reimbursement requests must conform to transportation, meal, and lodging maximums and receipt.
- 4.10 Confidentiality.** Formal selection materials shall be known only to the Human Resources Department Staff and other persons they designate on a need to know basis. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to insure the highest level of integrity and confidentiality.
- 4.11 Notification of Candidates.** The Human Resources Manager shall determine the proper notice given to candidates. Each person competing in the selection process at or beyond the interview stage shall be given written notice of whether or not he/she was selected for the position.
- 4.12 Eligibility Lists.** The Human Resources Manager shall have the authority to establish and maintain eligibility lists as may be necessary or feasible. The duration of eligibility lists shall not generally exceed one (1) year with extension possible at the discretion of the Human Resources Manager. Eligibility lists may be terminated if they no longer contain a sufficient number of qualified or interested applicants. A candidate may be removed from an eligibility list at the discretion of the County. Placement of a candidate on an eligibility list does not guarantee an offer of employment or promotion.
- 4.13 Contingent Offers of Employment.** The Human Resources Department may extend an offer of employment—which may be withdrawn at any time—that is contingent upon the applicant successfully completing a physical examination, drug and alcohol test, credit verification, or similar post-offer inquiry.
- 4.14 Relocation Expense.** When the County fills a FLSA exempt position with an individual who does not reside in Brown County, upon prior approval of the Human Resources Manager and County Executive, the County may pay the reasonable cost of the relocation upon request and proof.
- 4.15 Employment of Minors.** In limited circumstances, Brown County may utilize minors for staffing purposes, if not prohibited by law. The utilization of minors for staffing purposes may only be done with the authorization of the Human Resources Department. When authorized for employment, those applicants will be required to provide a work permit to the Human Resources Department prior to engaging in any work activity.

DEPARTMENT OF ADMINISTRATION

Brown County

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CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

December 30, 2016

Committee Date:
January 4, 2017

TO: Administration Committee
FROM: Chad Weininger
Director of Administration
SUBJECT: January Director's Report

I. Risk & Purchasing Department

External Events: Twelve (12) events were recorded in November. Six events related to falls. There were three falls at the airport, two falls at the ADRC and one fall at the CTC. An individual being transported by a deputy was injured when he was not belted in and the vehicle made a sharp turn. A landlord reported the DTF damaged her rental unit during a raid. A child was struck by a rock in the library courtyard thrown by another child. A Huber inmate committed suicide when traveling to work. A vehicle in short-term parking was damaged when the door of the adjacent vehicle was taken by the wind, denting the side panel. There was a theft of money, playing cards and dice from a consumer at ADRC when he put his belongings near the sink to use the restroom.

Internal Events: There was one (1) property damage event. Two squads, one owned by the Village of Suamico and the other by the Village of Howard operated by County deputies were involved in a chase of a stolen vehicle driving in the wrong lanes on I-41.

Claims: Three (3) claims were filed. An Aramark employee's vehicle was damaged when a cart being pushed by an inmate tipped over in the wind and damaged the hood of the vehicle. The landlord filed a claim related to a raid by the DTF on her rental property. A resident following a Sheriff's vehicle pulling a trailer filed a claim for damages to her vehicle when the hubcap came off the trailer after striking the concrete barrier striking her vehicle.

Insurance: Business interruption calculations were completed for the airport, jail, museum, CTC, NEW Zoo and Adventure Park, golf course and the fiber optics network to submit as part of the property application.

Purchasing: Purchasing published/completed 6 RFB, 1 RFP and 4 RFQ in November.

Recoveries: The County recovered \$8,928.55 related to damages to a 2015 Dodge Charger on October 17th.

II. Finance Department

2017 Budget: Currently working on finalizing the 2017 budget for publication. Completed the calculation of departmental tax levies based upon committee and County Board action and the apportionment sheets for the Department of Revenue and local taxing authorities. 2017 Budget will likely be released by the end of January. It will also include a fact sheet outlining levy changes.

2016 Budget

Audit: Our outside auditing firm recently tested our internal controls. Audit standards changed and CPA firms provide a greater level of verification to ensure we follow our control policies. They will come back in May to conduct the final audit and gather data for the 2016 CAFR.

General: In 2016, the County Board budgeted a structural deficit for the Health Insurance Fund. Departmental contributions should have been set at 83% and 88% was collected throughout 2016. This will be corrected through a budget adjustment. In addition, this change will provide a truer accounting of the fund.

Timeline: Carryover requests will go to the Brown County Board in February. Departments will close their budget by March 7. County Board to take up balanced budget resolution in March.

2018 Budget

WRS: For budget year 2015, WRS was funded at a rate of 102.70%, and budget year 2016 it was funded at a rate of 98.20%. Because WRS system is no longer fully funded, Brown County now has a net pension liability of \$9.2 million. (Combined with the removal of the asset of \$14.2 million, this is a net reduction of \$23.4 million).

III. 3GI & 2017 Goals

General update.

IV. Logos Project Implementation Update

The Kronos Project Team is working with the Sheriff's Office on getting the remaining employees implemented in Kronos Timekeeper. This implementation needs to occur to start the Kronos TeleStaff Scheduling Project for the Sheriff Office's and PSC.

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive



A-13 Resolution/Ordinance Creation & Submission

December 2016

Brown County - Policy A-13 Resolution/Ordinance

More Information:

Administration
(920) 448-4037

County Board Office
(920) 448-4015

Corporation Counsel
(920) 448-4006

Questions?

Department of
Administration
BC_Administration
@co.brown.wi.us
920.448.4037

General Policy

Brown County Code of Ordinances, Section 2.05(5), *Committees of the County Board* states that *the Board will not act on any proposal unless it is submitted in proper resolution or ordinance format, and the appropriate oversight committee has acted on it first.* This policy ensures that an appropriate, consistent administrative procedure is followed for creating or revising resolutions or ordinances and submitting them to the Board.

In addition, Section 2.13(4)(f) and (4)(g), *Meetings, Agendas*, states that *all resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and are required to have a financial note from the Director of Administration (DOA).* This policy also ensures that administrative staff adhere to these rules.

A-13 Basic Steps

1. Initiating Department, in coordination with Corp Counsel, creates draft resolution and completes form (including financial impact information on form) – found on *BC Intranet: Administrative Policies*.
2. Department sends to Administration Department.
3. DOA sends to Corporation Counsel.
4. Corporation Counsel sends to County Board office.
5. If oversight committee approves, it advances to County Board.
6. If County Board approves, it goes to County Executive.
7. County Executive approves = signs.
8. County Executive disapproves = sends back to County Board.



Brown County Administrative Policy A-13 and Brown County Codes:

The requesting department or entity

1

- a. creates a draft of resolution/ordinance, working with Corp Counsel if needed
- b. completes the resolution/ordinance form on department letterhead, including a best estimate of the fiscal impact information at the bottom of the form.

The requesting department sends both resolution/ordinance documents via e-mail only to the Director of Administration (DOA). Copy to Administrative Coordinator.

(Resolutions and ordinances with fiscal impacts MUST go through the DOA)

The DOA will review the draft resolution/ordinance for overall content and appropriateness, and apply an official fiscal note from information provided on the Resolution/Ordinance Submission form. The DOA will begin all fiscal notes with:

2

"This resolution (__does __does not) require an appropriation from the General Fund".

...followed by a short explanation or alternate funding source information again based on information provided on the Resolution/Ordinance Submission form.

(Administration will contact initiating department if any changes are necessary.)

The DOA sends resolution/ordinance document to Corporation Counsel's office for final legal review and official formatting of the resolution or ordinance by their administrative staff.

3

Corporation Counsel's office sends final draft documents to the County Board office for inclusion on the appropriate agenda(s), with a copy to the originating department and the Administration Department.

(Corporate Counsel will contact both DOA and initiating department if any changes are necessary.)

4

If a resolution/ordinance is revised at committee level, the change will be made either by the committee at the committee meeting, or by Corporation Counsel if directed by the committee at the committee meeting. In either case, the day after a revision is made, the County Board office will forward the committee's revision to the Department Head, Corp Counsel, and Admin (to re-review the fiscal). While committee revisions go straight to County Board for consideration, the County Board can make further changes by amending the resolution/ordinance at the County Board meeting.

All steps above assume that the draft information is authored and sent to the DOA at least one week prior to the appropriate agenda due date to ensure adequate time for review and processing. In emergency situations, every attempt should be made to give the DOA and Corporation Counsel ample time to review and process.

Once a resolution or ordinance is submitted to the County Board office for inclusion on the appropriate committee agenda(s), the procedures outlined in Chapter 2, County Board of Supervisors, of the Brown County Code of Ordinances shall take effect.

According to Brown County Code Chapter 2.13 Sections 4 (f) and (g):

- (f) All resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and shall indicate whom the final drafter was at the bottom of each resolution and ordinance.
- (g) All resolutions and ordinances are required to have a financial note from the Director of Administration, when applicable. The County Executive signs the resolution/ordinance after the County Board approves the resolution [refer to Brown County Code Chapter 2.03 Section (e)].

RESOLUTION/ORDINANCE CREATION AND SUBMISSION

NUMBER: A-13

EFFECTIVE: December 1, 2012

REPLACES: A-13 "Resolution Creation and Submission" (dated 10/1/11)

DEFINITION: **Ordinance** is a local law enacted by the County Board and published as part of the Code of Ordinances for the purpose of permanently and deliberately regulating various matters of Brown County. An ordinance is governed by procedures under State Statute, and is enforceable until it becomes amended, repealed or suspended by a subsequent ordinance.

Resolution is a formal, but more temporary-in-nature expression of opinion, intention or decision adopted by the Count Board affirming or authorizing a particular act or piece of County business. Unlike ordinances, a resolution is not governed by procedures under State Statute.

POLICY: Brown County Code of Ordinances, Section 2.05(5), *Committees of the County Board* states that the Board will not act on any proposal unless it is submitted in proper resolution or ordinance format, and the appropriate oversight committee has acted on it first. This policy ensures that an appropriate, consistent administrative procedure is followed for creating or revising resolutions or ordinances and submitting them to the Board.

In addition, Section 2.13(4)(f) and (4)(g), *Meetings, Agendas*, states that all resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and are required to have a financial note from the Director of Administration. This policy also ensures that administrative staff adhere to these rules.

PROCEDURE: The procedure for creating or revising resolutions or ordinances for County Board approval shall be as follows:

- 1) When the need to create or revise a resolution or ordinance arises, the requesting department or entity shall:
 - a. create a draft of said document; and
 - b. complete a Resolution/Ordinance Submission to County Board form* (available on the Administration Intranet) on your department letterhead, including a best estimate of the fiscal impact information at the bottom.

* Directive to use this specific form was given by Executive Committee in October 2012.

If the document is Human Resources (HR)-related, HR shall create the draft, calculate and apply a preliminary fiscal note and complete the form with assistance from the affected department.

- 2) The requesting department or entity shall send both the draft document and the completed Resolution/Ordinance Submission to County Board form via e-mail only to the Director of Administration (DOA).

- 3) The DOA shall review the draft resolution/ordinance for overall content and appropriateness, and apply an official fiscal note from information provided on the Resolution/Ordinance Submission to County Board form.

NOTE: If the DOA's fiscal calculation is different than that provided on the form, the DOA will update the form with the correct calculation.

The DOA will begin all fiscal notes with:

"This resolution (does does not) require an appropriation from the General Fund".

...followed by a short explanation or alternate funding source information again based on information provided on the Resolution/Ordinance Submission to County Board form.

- 4) Once reviewed and official fiscal note applied, the DOA shall send the draft document and the completed Resolution/Ordinance Submission to County Board form to Corporation Counsel's office for final legal review and official formatting of the resolution or ordinance by their administrative staff.

Final formatting of the resolution or ordinance shall include a statement naming the department/division that authored the document, which committees must approve the document, and a confirmation that the final draft was approved by Corporation Counsel.

- 5) Corporation Counsel's office shall then send the final draft document and completed Resolution/Ordinance Submission to County Board form to the County Board office for inclusion on the appropriate agenda(s), with a copy to the originating department and a copy to the County Clerk's office for recordkeeping.

All steps above assume that the draft information is authored and sent to the DOA at least one week prior to the appropriate agenda due date to ensure adequate time for review and processing. In emergency situations, every attempt should be made to give the DOA and Corporation Counsel ample time to review and process.

Once a resolution or ordinance is submitted to the County Board office for inclusion on the appropriate committee agenda(s), the procedures outlined in Chapter 2, *County Board of Supervisors*, of the Brown County Code of Ordinances shall take effect.

Exemptions

Bonding resolutions are created by the County's outside bond counsel and therefore, are exempt from following this policy. However, Administration shall still coordinate with Corporation Counsel to review these resolutions prior to execution.

APPROVED BY:


County Executive

11/26/12
Date

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: <today's date>
REQUEST TO: <committee name>
MEETING DATE: <committee meeting date>
REQUEST FROM: <department head name>
<department head title>

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: <title of resolution or ordinance>

ISSUE/BACKGROUND INFORMATION:

<brief description of why this request is necessary>

ACTION REQUESTED:

<action requested of the committee or County Board on this request>

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☐ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

Loehlein, Alicia A.

From: BC_Administration
Sent: Wednesday, January 11, 2017 9:22 AM
To: Brown.County.Department.Heads; Brown.County.County.Board
Subject: Policy Reminder - Resolutions and Ordinances
Attachments: Policy Guideline - A-13.pdf; A-13 - Resolution_ Ordinance Creation and Submission.pdf; Committee Deadlines-2017.xlsx

IMPORTANT REMINDER

RE: Ordinance and Resolution Processing & Timeline

Over the past several months, there have been issues following the resolution/ordinance policy and meeting deadlines as required by County Ordinance. Please use the attached policy guideline and the committee deadline sheet to meet compliance. If you need further clarification, please let me know.

Also, as a reminder, Brown County Code of Ordinances, Section 2.05(5), states that the ***County Board will not act on any proposal unless it is submitted in proper resolution or ordinance format***, and the appropriate oversight committee has acted on it first. This policy ensures that an appropriate, consistent administrative procedure is followed for creating or revising resolutions or ordinances and submitting them to the Board.

Quick Overview: Resolutions and Ordinances

Requests by Department:

- 1) Department drafts version of the resolution (working with Corp Counsel if needed)
- 2) Department fills out the Ordinance & Resolution submission form
- 3) Email to DOA one week prior to the Brown County Board deadline: See attached deadline sheet
- 4) Final review to Corporation Counsel
- 5) Forward to County Board Office

Requests by Committees:

- 1) Oversight Committee initiates and department works with Corporation Counsel to draft Resolution/Ordinance.
 - 2) Initiating department fills out the Ordinance & Resolution submission form
 - 3) Email to DOA one week prior to the Brown County Board deadline: See attached deadline sheet
 - 4) Final review to Corporation Counsel
 - 5) Forward to County Board Office
- (It is up to the Department Head to initiate the process)*

Changes at Committee:

- 1) If changes are made at committee, the resolution/ordinance proceeds to the County Board
 - 2) If changes cannot be made at committee, it is up to the initiating department to make changes with Corp Counsel, and email to DOA if there is a fiscal change.
 - 3) Forward to County Board office
- (If it is the committee's request, please make sure it is done right away, especially if the motion is to go before the County Board.)*

Changes at County Board:

- 1) County Clerk's office makes the requested changes; the resolution/ordinance proceeds.
- 2) Corporation Counsel reviews changes for accuracy.

Brown County Code Section 2.13(4)(f) and (4)(g), Meetings, Agendas, states that all resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and are required to have a financial note from the Director of Administration (DOA). This policy also ensures that administrative staff adhere to these rules. Administration reviews and adds fiscal notes to any resolution or ordinance with a fiscal impact. Corporation Counsel provides final review and formatting of all resolutions or ordinances and sends to the County Board office for inclusion on the appropriate agenda. Resolutions and ordinances need to be sent to the Department of Administration (if applicable) or Corp Counsel at least one week before the oversight committee meeting's agenda deadline (also Tuesday at 4pm).

Please use the first tab on the attached spreadsheet ("Deadlines") as a guideline for timing your ordinance/resolution. By ordinance, if this timeline is not followed, permission for late addition to the agenda must be obtained from the oversight committee chairperson (names can be found on the tab "Committee Members").

NOTE: If the oversight committee makes a motion during the committee meeting that affects your department, or is directing staff to act, it is up to the Department Head to work with Corp Counsel to draft the corresponding resolution or ordinance.

Please let me know if you have any questions. Or for additional information, please refer to Brown County Code of Ordinance Chapter 2 ([http://www.co.brown.wi.us/i brown/d/county clerk/2014 web/chap002-updated 7-25-14.pdf?t=1406654610](http://www.co.brown.wi.us/i%20brown/d/county%20clerk/2014%20web/chap002-updated%207-25-14.pdf?t=1406654610))

Thank you,

Chad Weininger
(920) 448-4035